

13 Aug 74

MEMORANDUM FOR: Director of Finance
Director of Logistics

SUBJECT : Decentralization of Office of Security
Property Account

REFERENCES :

25X1A

1. In a recent audit of the Office of Security's financial and logistical records, the Audit Staff noted that this Office has one Type II Property Account of \$5,945,000 covering [REDACTED] Headquarters MR Property Accounts. It was found that having a single account of this size covering locations far removed from Headquarters caused problems and duplication of effort and records. [REDACTED] maintains its own property files and records in addition to those maintained in the Headquarters OS Logistics Branch. [REDACTED]

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2. In response to a recommendation in a previous Audit Report, the Office of Security's Technical Security Division has been trying for the past year to establish property records, restrict access and control property removal. This has been hampered by having several technicians working on the property account at different intervals and in not having one individual responsible for maintaining their records. This MR account of over 600 line items of accountable property has a value in excess of \$4,000,000. The Audit Staff recommended that a separate account be established for the Technical Security Division's technical property, an individual be assigned to control the property, an inventory be taken, and all property not under control of the Technical Security Division be transferred to the appropriate account.

3. The Office of Security concurs with the above two recommendations, and the Office of Logistics has identified an officer for assignment to the Technical Security Division. It is requested, therefore, that you concur in the establishment of the following property accounts:

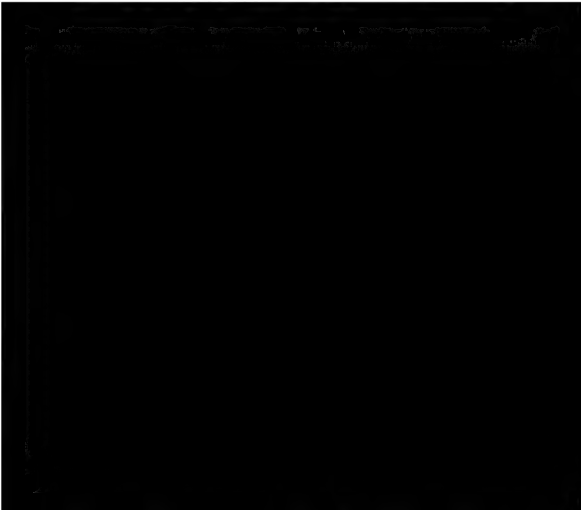
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	<u>Dollar Value</u>	<u>Type of Account</u>
Technical Security Division	\$4,445,552	II
	23,506	III
	29,237	III
	27,201	III
	26,147	III
	41,899	III
	18,317	III
	191,444	III
	534,923	III

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4. The Office of Security will establish the opening inventory and property account dollar value and identify the accountable officer for each of the new accounts.

151

Charles W. Kane
Director of Security

CONCURRENCE:

Director of Finance

Date

Director of Logistics

Date

Distribution:

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1 - Reading File

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